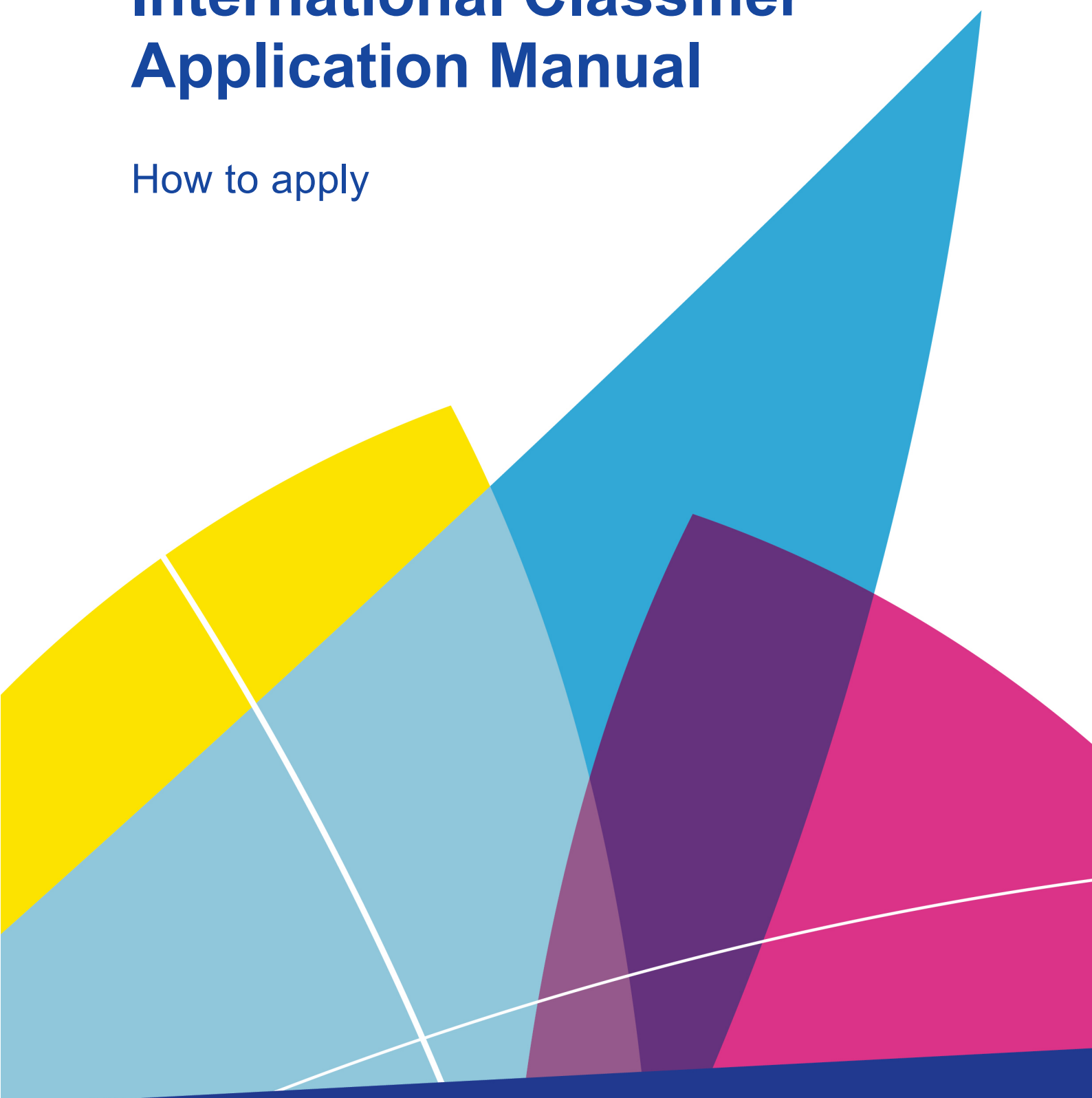


International Classifier Application Manual

How to apply



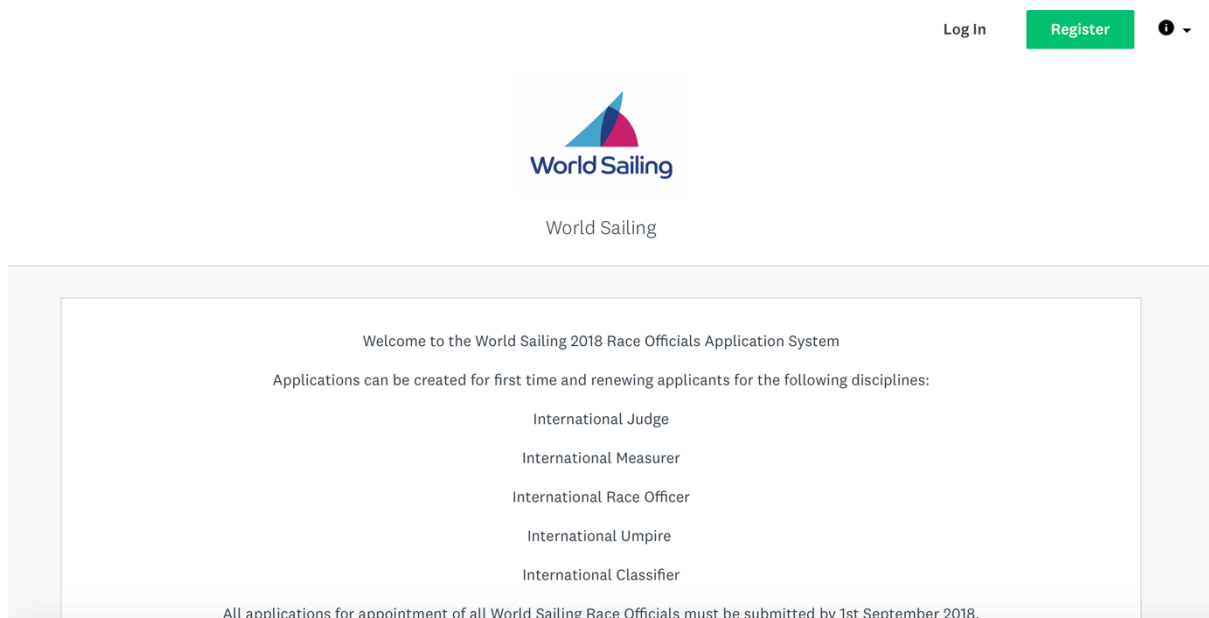
The platform for applications can be found at the following link:

<https://worldsailing.smapply.io>

Please complete the following steps to register on the platform and begin your application.

Please note if you registered last year as an applicant or have created a Registry of Recommendation you DO NOT need to re-register and can enter the site using your previously created log in details. If you previously had a recommender or reviewer account please contact megan.griggs@sailing.org where we shall be able to include this option into your account.

To register please click on the green 'Register' tab located at the top right-hand side of the screen.



You will then be taken to the following page where you will need to enter your details and email address. Once completed you will be emailed a verification link.

[Return to World Sailing](#)

Apply

Register for an applicant account

Register with

f t G

OR

First name

Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

On verifying your account you will have access to log in. You will be able to view all the application programmes available per discipline. Please note both first time applications and renewing applications are under the same programme.

World Sailing

Programs My Applications Megan Testing

World Sailing

Programs

Search programs..

International Judges
Accepting applications from 23 Jan 2019 12:00 AM (GMT) to 13 Mar 2019 01:00 AM (GMT)
2 Applications MORE >

International Classifiers
Accepting applications from 12 Mar 2019 12:00 AM (GMT) to 13 Mar 2019 01:00 AM (GMT)
MORE >

International Measurers
Accepting applications from 23 Jan 2019 12:00 AM (GMT) to 24 Jan 2019 01:00 AM (GMT)
MORE >

International Race Officers
Accepting applications from 23 Jan 2019 12:00 AM (GMT) to 24 Jan 2019 01:00 AM (GMT)
MORE >

Section 1- Personal Information

On clicking the apply button you shall see the below screen. To initiate your application, please click the Personal Information tab, to begin this section.

0 of 2 tasks complete

Last edited: 8 Apr 2021 12:19 PM (UTC)

REVIEW

SUBMIT

Deadline: 8 Apr 2021 10:00 PM (UTC)

0000000490

Preview

APPLICATION

ACTIVITY

Your tasks

Personal Information:

Application

Please note on entering your MNA you will be automatically provided with an MNA contact email address. Please make note of this address* as you shall be required to enter the contact information for your MNA endorsement.

*Only required for First Time Applications. If you have an alternative address suitable for contacting your MNA please do not hesitate to use for this requirement, the contact we provide may act as a guideline.

World Sailing

Programs

My Applications

Megan Testing

Back to application

International Classifiers

0000000020

ID: 0000000020

Personal Information: International Classifiers

Application for International Classifier

0 of 2 tasks complete

Last edited: 15 Apr 2019 10:36 AM (UTC)

REVIEW & SUBMIT

Personal Information: International Classifiers

Draft saved

Family Name

World Sailing

First Name

Test

Nationality

United Kingdom

Second Nationality

MNA

GBR(A)


IMPORTANT NOTE FOR FIRST APPLICANTS: Please ensure to use the email populated below (once you have selected your MNA) in the task "Invite MNA." The email populated below is the one you must use to receive your endorsement if you are submitting a First Application.

GREAT BRITAIN

Jacqui.Roberts@rya.org.uk

Address

Once all Personal Information has been completed, please Mark the Section as complete.



World Sailing

World Sailing

Programs My Applications Megan Testing

Phone Number

Email: megan.griggs@sailing.i

Language Skills

Proficient in English

☒ Yes

☐ No

Clear

Mother Tongue: English

Other Language 1: ---

Other Language 2: ---

Other Language 3: ---

SAVE & CONTINUE EDITING MARK AS COMPLETE

POWERED BY Apply

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Section 2- Application for International Classifier

Please click on Application for International Classifier.

World Sailing

Programs My Applications Megan Testing

Back to application

International Classifiers
0000000020
ID: 0000000020

☒ Personal Information: International Classifiers

☒ Application for International Classifier

1 of 2 tasks complete

Last edited: 15 Apr 2019 10:38 AM (UTC)

REVIEW & SUBMIT

Personal Information: International Classifiers
Completed 15 Apr 2019 10:38 AM (UTC)

Family Name: World Sailing

First Name: Test

Nationality: United Kingdom

Second Nationality: (No response)

MNA: GBR(A)

IMPORTANT NOTE FOR FIRST APPLICANTS: Please ensure to use the email populated below (once you have selected your MNA) in the task "Invite MNA." The email populated below is the one you must use to receive your endorsement if you are submitting a First Application.

GREAT BRITAIN
Jacqui.Roberts@rya.org.uk

Address

This section begins with outlining your status of application as a First Time or Renewing applicant.

World Sailing

Programs My Applications Megan Testing

Back to application

International Classifiers
0000000020
ID: 0000000020

Personal Information: International Classifiers

Application for International Classifier

1 of 2 tasks complete

Last edited: 15 Apr 2019 10:38 AM (UTC)

REVIEW & SUBMIT

Application for International Classifier

Are you a first time applicant or applying for renewal?

First Time Applicant

Renewal Applicant

Profession

Licensed to practice in

	Country	State/Province, if applicable

Please follow the questions and click next to move into through the questions and pages of the application form.

There are two options to complete the 'List of Events'

Option 1- Download the PDF document and re-upload to the application platform.

World Sailing

Programs My Applications Megan Testing

Back to application

International Classifiers
0000000050
ID: 0000000050

Personal Information: International Classifiers

Application for International Classifier

1 of 2 tasks complete

Last edited: 16 Apr 2021 09:19 AM (UTC)

REVIEW SUBMIT

Application for International Classifier

Reuse data

Application for International Classifier

List of Events

PLEASE NOTE: You may choose to complete the event information by downloading the PDF file OR by completing the events table below.

Please download the [International Classifiers Events List by clicking here](#), complete it and re-upload it to this upload task

List the most important events at which you have served in the capacity of Trainee or Level 1 International Classifier during the past four years, prior to October 14 of this year

Upload a file

Accepted formats: .pdf, .doc, .docx, .jpeg, .jpg, .xls, .xlsx, .png

The PDF document shall be downloaded to your personal computer. This can be edited and saved in your own files before re-uploading to the application platform using the Upload a file button. **If you shall be not be completing this immediately and uploading back to your application, please click save and continue to ensure all previous information is saved before you close down the application system.**

Please ensure your name is listed in the document title and all pages are in landscape when uploading to your application.

The screenshot shows a web browser window displaying a PDF document titled "List of Events". The document is titled "List of Events" and contains the instruction: "List the most important events at which you have served in the capacity of Trainee or Level 1 International Classifier during the past four years, prior to October 14 of this year". Below the instruction is a table with 13 rows and 7 columns. The columns are: Start date, End date, Name of event, Venue, Country, Level of Event, and Type of Event. The table is currently empty, with the first row showing "1" in the first column and "One-person keelboat" in the last column. The document is displayed within a PDF viewer window titled "International_Classifier_Event_List_PDF_2019_1.pdf (1 page)". The browser window is titled "World Sailing" and shows a navigation bar with "Programs", "My Applications", and "Megan Testing".

	Start date	End date	Name of event	Venue, Country	Level of Event	Type of Event	Name of Chief Classifier
1					1	One-person keelboat	
2					1	One-person keelboat	
3					1	One-person keelboat	
4					1	One-person keelboat	
5					1	One-person keelboat	
6					1	One-person keelboat	
7					1	One-person keelboat	
8					1	One-person keelboat	
9					1	One-person keelboat	
10					1	One-person keelboat	
11					1	One-person keelboat	
12					1	One-person keelboat	
13					1	One-person keelboat	

Option 2- Enter event information into the table within the application as visible below.

If you choose this method, please ensure you scroll to the right hand-side of the table and complete all the required columns.

The screenshot shows the "List of Events" section of the World Sailing application. The section is titled "List of Events" and contains the instruction: "List the most important events at which you have served in the capacity of Trainee or Level 1 International Classifier during the past four years, prior to October 14 of this year". Below the instruction is a table with 13 rows and 3 columns. The columns are: Start date, End date, and Name of event. The table is currently empty, with the first row showing "DD/MM/YYYY" in the first column and "DD/MM/YYYY" in the second column. The table is displayed within a web browser window titled "World Sailing". The browser window shows a navigation bar with "Programs", "My Applications", and "Megan Testing". There are "REVIEW" and "SUBMIT" buttons at the top of the section. A deadline notice is visible: "Deadline: 16 Apr 2021 10:00 PM (UTC)".

Start date	End date	Name of event
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	

If you are using Option 2 and are not entering all events you wish to list in your application, please ensure you click Save and Continue before leaving the application site. (If you do not complete this step you shall lose all information entered onto Page 1 of the Application Form and the Events Table when you next log in.)

Please note the PDF option is only available for the List of Events. The below question shall be required to be completed within the application.

Experience as a Member of a Classification Protest Committee

List the most important events at which you have served as a member of a Classification Protest Committee during the past four years, prior to October 14 of this year

	Start date	End date	Name of Event	
	DD/MM/YYYY	DD/MM/YYYY		
	DD/MM/YYYY	DD/MM/YYYY		
	DD/MM/YYYY	DD/MM/YYYY		

Once all sections have been completed please finalise by Marking as complete.

Section 3- Upload a Photo

All First Time Applications require a jpeg image. This DOES NOT have to be a 'passport style' photo but we suggest an image which provides visual recognition of your face. Please attach the file and Mark as Complete.

[Back to application](#)

International Classifiers
0000000020
ID: 0000000020

☒ Personal Information:
International Classifiers

☒ Application for
International Classifier

☐ Upload Photo

☐ Invite - MNA (Endorsement)


☐ International Classifiers
Reference
(optional)

2 of 4 required tasks complete

Last edited: 15 Apr 2019 10:45 AM (UTC)

[REVIEW & SUBMIT](#)

Upload Photo



[ATTACH FILE](#)

png, jpg, jpeg

Unknown
Filename: Unknown.jpeg Added: 15 Apr 2019

[MARK AS COMPLETE](#)

Section 4- MNA Endorsement

Please click request a Recommendation to begin this stage.

The screenshot shows the 'World Sailing' application interface. On the left, a sidebar lists the application steps: 'International Classifiers' (ID: 0000000020), 'Personal Information: International Classifiers', 'Application for International Classifier', 'Upload Photo', 'Invite - MNA (Endorsement)' (highlighted with a green arrow), and 'International Classifiers Reference (optional)'. A progress bar indicates '3 of 4 required tasks complete'. The main content area is titled 'Invite - MNA (Endorsement)' and features a prominent green button labeled 'REQUEST A RECOMMENDATION'. Below this, a section for 'Recommendations' states 'You will not be able to review the contents of received recommendations.' and includes a 'MARK AS COMPLETE' button. The footer shows 'POWERED BY Apply' and copyright information for SurveyMonkey.

To request the endorsement please enter YOUR full name and the email address for the contact of your MNA. You can choose to include a message to be sent in the automated email to your MNA informing them of your request. Once all details are entered please click send request.

The screenshot shows a 'Send recommendation' modal form overlaid on the application interface. The form contains the following fields: 'First name' (filled with 'Megan'), 'Last name' (filled with 'Griggs'), 'Email' (filled with 'raceofficials@sailing.org'), and a 'Message' text area (filled with 'Please support my application for International Classifier Status'). At the bottom of the modal are 'CANCEL' and 'SEND REQUEST' buttons. The background shows the same application interface as the previous screenshot, with the 'Invite - MNA (Endorsement)' step highlighted.

You will be able to view your sent recommendation. Once sent you can Mark as Complete.

The screenshot displays the 'World Sailing' application interface. The top navigation bar includes 'World Sailing', 'Programs', 'My Applications', and a user profile for 'Megan Testing'. The main content area is divided into two panels. The left panel, titled 'Back to application', shows a progress list with four items: 'Personal Information: International Classifiers' (checked), 'Application for International Classifier' (checked), 'Upload Photo' (checked), and 'Invite - MNA (Endorsement)' (active, highlighted with a green circle and a right arrow). Below this list is a progress bar indicating '3 of 4 required tasks complete' and a 'Last edited: 15 Apr 2019 10:47 AM (UTC)' timestamp. A 'REVIEW & SUBMIT' button is at the bottom. The right panel, titled 'Invite - MNA (Endorsement)', shows a 'Recommendations' section with a note: 'You will not be able to review the contents of received recommendations.' Below this, a table lists a recommendation from 'World Sailing' with email 'raceofficials@sailing.org', requested on '15 Apr 2019', and a status of '***'. A 'MARK AS COMPLETE' button is located below the table. The footer of the application shows 'POWERED BY Apply' and copyright information for SurveyMonkey.

Please note it is your responsibility to ensure your MNA completes the recommendation on your behalf. World Sailing suggests you communicate with your MNA to advise this being completed. You will be able to log into your account at any time to check the status of your requests. Once a response has been provided by an MNA endorser you shall see the original three dots replace with a green tick and the date this was received to your application.

[Back to application](#)

International Classifiers

0000000020

ID: 0000000020

✓

Personal Information:
International Classifiers

✓

Application for
International Classifier

✓

Upload Photo

✓

Invite - MNA (Endorsement)

>

International Classifiers
Reference
(optional)

3 of 4 required tasks complete

Last edited: 15 Apr 2019 10:57 AM (UTC)

REVIEW & SUBMIT

Invite - MNA (Endorsement)

...

Recommendations

You will not be able to review the contents of received recommendations.

World Sailing
raceofficials@sailing.org

✓

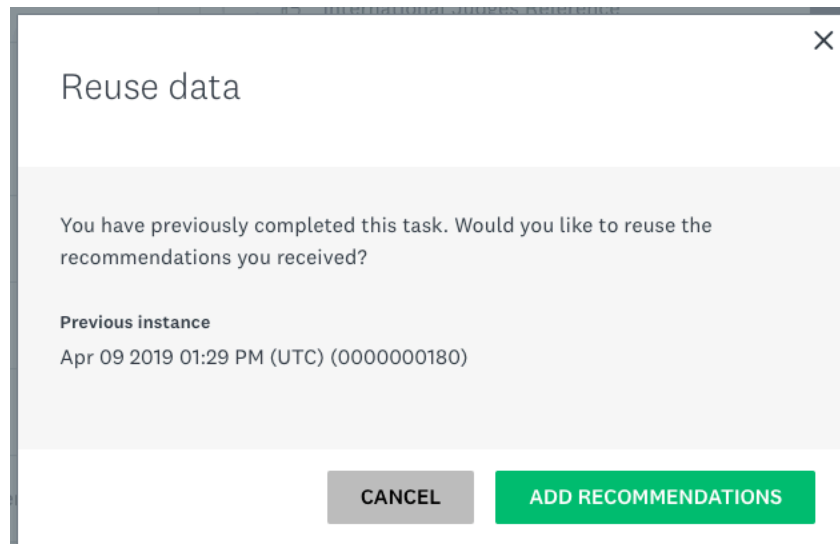
Received: 15 Apr 2019

...

MARK AS COMPLETE

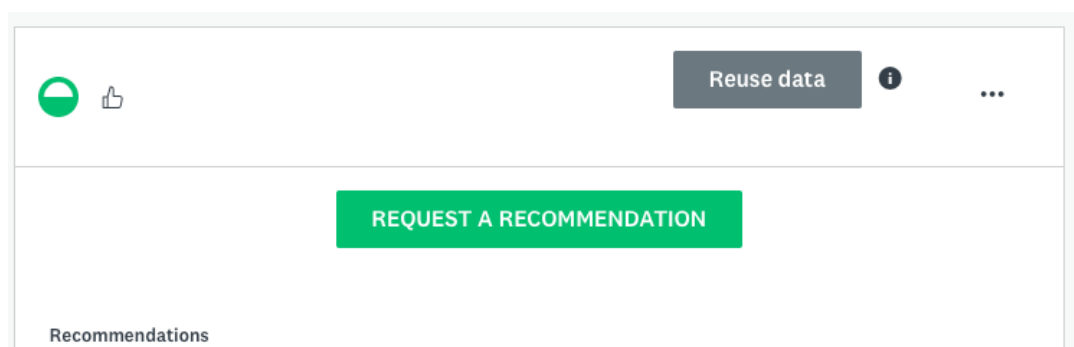
Stage 5 - International Reference

If you have previously received references stored within the Registry of Recommendations you shall initially see this message when you enter the International References. This shall transfer all you collected information into your application.



If you do not see this initial message please proceed back to your Registry of Recommendations to ensure you have reviewed and submitted this section.

You shall then be able to log back into your application, where you shall note the 'Reuse data' button visible at the top of the International Judge References section. Please click this button to transfer your previously collected references to your application.



Please note: You shall be able to continue collecting references through your application and shall not need to further use your Registry of Recommendations.

If you have not collected any references using Survey Monkey, please follow the below steps.

Please click request a Recommendation to begin this stage.

The screenshot displays the 'World Sailing' application interface. On the left, a sidebar lists the application progress: 'Personal Information: International Classifiers', 'Application for International Classifier', 'Upload Photo', and 'Invite - MNA (Endorsement)', all marked as complete with green checkmarks. The current stage, 'International Classifiers Reference (optional)', is highlighted with a green bar and a right arrow. Below this, it shows '4 of 4 required tasks complete' and a progress bar. A 'REVIEW & SUBMIT' button is at the bottom of the sidebar. The main content area is titled 'International Classifiers Reference' and features a prominent green button labeled 'REQUEST A RECOMMENDATION'. Below this, it shows '0 recommendations' and a 'MARK AS COMPLETE' button. The footer includes 'POWERED BY Apply' and copyright information for SurveyMonkey.

To request a reference please enter the full name and email address of the official whom shall be completing the reference. You can choose to include a message to be sent in the automated email informing them of your request.

Please note- Only one reference form per event will be accepted. A reference form completed more than 4 weeks after the event cannot be considered for application.

For full guidance on obtaining references please view the Race Officials Roles, Qualifications and Competencies document here:
[https://www.sailing.org/tools/documents/RQC2021final-\[26914\].pdf](https://www.sailing.org/tools/documents/RQC2021final-[26914].pdf)

Once all details are entered please click send request.

The screenshot shows a 'Send recommendation' modal form overlaid on a blurred background of the application. The modal has a title bar with a close button (X). It contains the following fields:

- First name:** A text input field containing 'Megan'.
- Last name:** A text input field containing 'Griggs'.
- Email:** A text input field containing 'raceofficials@sailing.org'.
- Message:** A text area with a placeholder text: 'Please provide a reference from [event] to support my International Classifier application.'

At the bottom of the modal are two buttons: 'CANCEL' and 'SEND REQUEST'.

When all references you require to be gained through Survey Monkey have been requested please mark as complete.

The screenshot shows the 'International Classifiers Reference' form. On the left is a sidebar with a list of tasks: 'Personal Information: International Classifiers', 'Application for International Classifier', 'Upload Photo', 'Invite - MNA (Endorsement)', and 'International Classifiers Reference (optional)'. The 'International Classifiers Reference (optional)' task is highlighted with a green circle and a right arrow. Below the list is a progress bar showing '4 of 4 required tasks complete' and a 'Last edited: 15 Apr 2019 10:58 AM (UTC)' timestamp. A 'REVIEW & SUBMIT' button is at the bottom of the sidebar.

The main content area is titled 'International Classifiers Reference' and contains a 'REQUEST A RECOMMENDATION' button. Below this is a 'Recommendations' section with a table:

World Sailing raceofficials@sailing.org	Requested: 15 Apr 2019	...
0 recommendations Minimum: 1		

At the bottom right of the main content area is a 'MARK AS COMPLETE' button.

It is your responsibility to ensure reference forms are completed. Once a response has been provided by your referee you shall receive an automated email (please note this may go to your junk inbox.) On entering your application, you shall see the original three dots is replaced with a green tick and the date this was received to your application.

World Sailing

Programs My Applications Megan Testing

< Back to application

International Classifiers
0000000020
ID: 0000000020

Personal Information: International Classifiers

Application for International Classifier

Upload Photo

Invite - MNA (Endorsement)

International Classifiers Reference (optional)

4 of 4 required tasks complete

Last edited: 15 Apr 2019 11:01 AM (UTC)

REVIEW & SUBMIT

International Classifiers Reference
Completed 15 Apr 2019 10:58 AM (UTC)

Recommendations

World Sailing
raceofficials@sailing.org

Received: 15 Apr 2019

Minimum: 1

POWERED BY Apply

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If you have already submitted references for your application as PDF versions to World Sailing please use the World Sailing email address raceofficials@sailing.org making one request to upload all of your references already submitted to the office (noting event details and referee's name) that you require for upload to your application. These will be uploaded by the Executive Office to your application.

Uploaded references shall not feature in this section but an additional Uploaded Documents sections shall become visible.

When all references you require to be gained through Survey Monkey have been requested please mark as complete.

Review and Submit

When all sections are marked as complete please progress to Review and Submit your application.

The screenshot shows the 'Review and Submit' stage of the World Sailing application process. On the left, a sidebar lists the application sections: 'Personal Information: International Classifiers', 'Application for International Classifier', 'Upload Photo', 'Invite - MNA (Endorsement)', and 'International Classifiers Reference (optional)'. All sections are marked with a green checkmark, indicating they are complete. Below the list, it states '4 of 4 required tasks complete' and 'Last edited: 15 Apr 2019 11:01 AM (UTC)'. A green 'REVIEW & SUBMIT' button is at the bottom of the sidebar. On the right, the 'International Classifiers Reference' section is shown, completed on '15 Apr 2019 10:58 AM (UTC)'. It includes a 'Recommendations' section with a box for 'World Sailing' (email: raceofficials@sailing.org) and a green checkmark indicating it was 'Received: 15 Apr 2019'. A 'Minimum: 1' requirement is also noted. The footer includes 'POWERED BY Apply' and copyright information for SurveyMonkey.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.

The screenshot shows the 'Application for International Classifier' submission screen. It contains several form fields: 'Are you a first time applicant or applying for renewal?' (selected: First Time Applicant), 'Please indicate if you are a 2 year or 4 year applicant:' (selected: 4 year), 'Profession' (selected: Physiotherapist), 'Licensed to practice in' (Country: United Kingdom, State/Province: blank), 'Current Professional Status' (selected: Retired), 'Current Level of Classifier' (selected: Level 1 Classifier), and 'Level of Classifier sought' (blank). A green 'SUBMIT YOUR APPLICATION' button is at the bottom. The top right corner shows 'Completed: 15 Apr 2019'.



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)





Renewing Applications


Please follow the guidelines above to complete Stage 1 Personal Information and Stage 2- Application for an International Classifier. Once both these stages have been completed and marked as complete, please Review and Submit your application.


[< Back to application](#)

International Classifiers
0000000021
ID: 0000000021




 Personal Information:
International Classifiers



 Application for
International Classifier [>](#)

2 of 2 tasks complete





Last edited: 15 Apr 2019 11:04 AM (UTC)

REVIEW & SUBMIT

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.

How to Transfer Data

For both First Time and Renewing Applicants who have previously submitted an application last year, please proceed to start a new application.

	Personal Information: International Judges	>
	Application for International Judge	>

On clicking on the Personal Information or Application for International Classifier section the following message should appear prompting you to copy your previously entered information. Please click add data for this information to be transferred.

×

Reuse data

You have previously completed this task. Would you like to reuse the data you provided?

Previous instance




Aug 27 2019 04:28 PM (CEST) (0000000323)

☒ Overwrite any data I have already added to this task

CANCEL

ADD DATA

If this does not appear please click the reuse data tab in the top right hand corner of the page. This shall complete the process of transferring previous information. Please note you shall be required to click re-use data for each 'section' of the application.

 	<div>Reuse data </div>	...
Personal Information:		

Please note the MNA endorsement from previous applications **CANNOT** be transferred and a new endorsement must be obtained in the year the application is being submitted.

If you proceed to use this feature and copy information from a previous application, please be sure to check all information is valid within the 4 year designated period of your 2020 application. This may require you to upload a new PDF document with your updated event information.

If you do not have the reuse data tab for any sections (not including MNA endorsement), please contact megan.griggs@sailing.org



World Sailing

World Sailing
20 Eastbourne Terrace
London W2 6LG
United Kingdom

Tel: + 44 (0)2039 404 888

www.sailing.org

sport / nature / technology



World Sailing